



Bureau of HIV and STD Prevention

HIV/STD Clinical Resources Division
HIV/STD Epidemiology Division
HIV/STD Health Resources Division

Est. December 21, 2001

Rev. December 21, 2001

HIV/STD Policy No. 200.003

ASSEMBLY BYLAWS

PURPOSE

To guide the Assemblies in developing bylaws which govern planning for the delivery of services to the HIV/STD infected community. Bylaws are rules that an organization adopts to govern its members and to regulate its affairs. The Texas Department of Health (TDH), Bureau of HIV and STD Prevention (Bureau) requires each Assembly to develop bylaws that address the provisions contained within this policy.

AUTHORITY

Title II of the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act of 1990 and CARE Act Amendments of 1996 and 2000; V.T.C.A., Health and Safety Code, Chapter 85, Subchapter B; Texas Administrative Code, Chapter 98, Subchapter A; HIV/STD Policy No. 200.001 "Establishment of Assemblies".

BYLAWS

Bylaws are rules that an organization adopts to govern its members and to regulate its affairs. Assemblies will draft local bylaws to:

1. establish the basic structure of the Assembly,
2. guide decision making within the Assembly,
3. foster open communication and active participation which are important components of the Assembly process, and
4. effectively and efficiently manage Assembly operations.

At a minimum, Assembly bylaws will define:

1. the mission and objectives of the Assembly;
2. qualifications for membership and the process of selection, appointment, resignation and termination of membership;
3. leadership positions (chair, vice chair, secretary, etc.), executive and management committees, standing committees, task forces and other structural components of the Assembly and policies and procedures pertaining to them;
4. rules about meetings, attendance requirements and voting;
5. processes for adopting, changing and deleting bylaws;
6. the Assembly and its roles and responsibilities;
7. the roles and responsibilities of the members of the Assembly;
8. the governing bodies of the Assembly (TDH, coordinating committees, etc.) and policies and procedures pertaining to them;
9. mechanisms for addressing conflict-of-interest issues; and

1 10. grievance procedures.
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3 WHERE TO DIRECT COMMENTS AND/OR GET COPIES OF THE BYLAWS
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5 Persons or organizations who have questions about the bylaws may call the HIV/STD
6 Health Resources Division, Planning Branch, at (512) 490-2515 or write to:

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8 Texas Department of Health
9 HIV/STD Health Resources Division, Planning Branch
10 1100 West 49th Street
11 Austin, Texas 78756-3199
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13 DATE OF LAST REVIEW:

14 November 13, 2002 No changes.